

Removal of Government-owned Property Request by Contractor Employee for 30 Days or Less

NASA EQUIPMENT IN THE CUSTODY OF A CONTRACTOR'S EMPLOYEE PERFORMING OFFICIAL DUTIES OFF SITE. This NASA Equipment Loan Agreement is entered into by the contractor identified below, pursuant to NPR 4200.1, NASA Equipment Management Manual. This agreement is consistent with the conditions set forth herein and the provisions of the contract cited below. It authorizes the contractor's employee to remove the equipment described below to the location cited for the official purpose stated and for a temporary period not to exceed 30 days. Equipment will be returned no later than the end of the approved period or immediately at the discretion of NASA upon notice to the contractors. Removal and use of the equipment provided herein is necessary or beneficial to the conduct of NASA's mission or other official Government purposes. Removal of this property will not adversely affect the performance of official duties by the requesting organizations employee or any other employee of the borrowing contractor. **NOTE: If you have a need for this equipment longer than 30 days, you are to use the GSFC 20-4 (Transfer/Shipping Request). The Equipment will be transferred to the contract as GFE.**

CONTRACTOR NAME	ADDRESS	CONTRACT NUMBER	
EMPLOYEES NAME	LOCATION WHERE PROPERTY IS TO BE USED:	DATE REMOVED	DATE RETURNED

Official Purpose (Include reason why official use cannot be accomplished on-site during normal extended hours.)

ECN	Item Name	MFG	Model	Serial	Cost

CONDITIONS

The contractor shall assume full responsibility for the care, protection, and use of the NASA equipment and shall not permit its use for other than the purpose of this loan. The Contractor shall instruct the employee that they may be subject to liability action for any loss, damage, or destruction to the NASA equipment resulting from negligence, misuse, dishonesty, or wanton and willful misconduct in accordance with the contracts property clause. The employee shall promptly report any loss, damage, or destruction to the contractor's managerial personnel no later than 5 working days from the employee's discovery thereof.

Contractors Employee Signature	Date
--------------------------------	------

APPROVAL FOR TEMPORARY REMOVAL OF GOVERNMENT OWNED PROPERTY FOR CONTRACTOR EMPLOYEE

Contractors Manager	Date
Property Custodian	Date
COTR	Date

Property custodian should retain copy of approved form with their NF 1602 form until item is returned. Contractor Employee should retain copy with equipment at all times.

GSFC 20-72 (May 2004)